



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
REVENUE AGENT 1

ANNUAL \$51,061	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$64,973	GROUP: AR 19	DATE: SEE BELOW	NO: 072080ACMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2011)

PURPOSE OF CLASS: In the Department of Revenue Services, this class is accountable for the collection and investigation of overdue accounts to secure the full amount of revenue owed to the State.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Five years' experience in collections, police, accounting, or investigatory work in a regulatory enforcement agency, financial institution, credit bureau, retail sales credit department, industrial or governmental security agency.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITION: For those positions assigned to the field, incumbents in this class may be exposed to situations which could result in injury.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of the methods and procedures used in interviewing/investigating; knowledge of accounting principles; some knowledge of and ability to interpret rules and regulations pertaining to collection procedures; considerable interpersonal skills; oral and written communication skills; skill in performing arithmetical computations

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **MARCH 21, 2011 for the APRIL 29, 2011 grading date; and by SEPTEMBER 19, 2011 for the OCTOBER 28, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) and at the Department of Revenue Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(revised November 1, 2010)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.